



# HOLYTRINITYLUTHERAN CHURCH

4275LincolnWayW,Massillon,OH 44647 • 330-832-5263

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## NON-MEMBER • FACILITY USAGE FORM

Name of Person Booking Event: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code/State: \_\_\_\_\_

Email: \_\_\_\_\_ Type of Function: \_\_\_\_\_

Name of Contact (if different than above) \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Date Requested: \_\_\_\_\_ Month \_\_\_\_\_ Day \_\_\_\_\_ Event Start Time: \_\_\_\_\_  AM  PM

### Time(s) Required (setup and cleanup times must be included in the hours)

From: \_\_\_\_\_  AM  PM TO: \_\_\_\_\_  AM  PM Estimated Number Attending Event \_\_\_\_\_

Will alcohol be served?  YES  NO

If YES to alcohol being served, you must obtain Security. We will provide you with contact information to schedule.

**NOTE: Events where alcohol is being sold and/or gambling is included must complete the Community Facility Usage Form.**

ITEM/HOURS	FACILITY or SERVICE	RENTAL FEE	TOTAL
	Deposit-Community Center-Please provide separate check	\$100.00	
	Deposit-Fellowship Hall /Pavilion-Please provide separate check	\$50.00	
	Holiday Booking Fee-see Facility Usage Guide for list	\$50.00	
	Community Center-Birthday Party(13&younger)(4hours)	\$60.00	
	Community Center—Birthday Party(13&younger)additional hours	\$15.00perhour	
	Community Center-Social Event(4hours)	\$150.00	
	Community Center-Social Event(4hours)>150 Chairs	\$250.00	
	Community Center-Social Event-Additional hours	\$25.00perhour	
	Community Center-Athletic Event(1hour)	\$30.00	
	Community Center-Athletic Event-Additional hours	\$10.00	
	Community Center Kitchen	\$50.00	
	Fellowship Hall(1hour)	\$40.00	
	Fellowship Hall-Additional hours	\$10.00perhour	
	Conference Room/Rooms	\$10.00perhour	
	Pavilion	\$30.00	
	Pavilion with Fellowship Hall Kitchen/Bathroom Use	\$10.00	
		<b>TOTAL</b>	

**Furniture requirements:**(please indicate number required)

6' round tables and 8' rectangular tables seat 8 people, 3 diagrams are available for setup of the Fellowship Hall. Setup requirements **must** be returned in one week prior to the event. Tables must be covered while in use. Please do not drag tables across the floor when moving them.

Quantity	Quantity Available	Description
	25	Table Round-6'
	22	Table Rectangle-8'
	5	Table Rectangle-6'
	325	Chairs

The individual requesting the use of the Holy Trinity Lutheran Church facilities hereby absolves the church, its pastor, council members, or members of any liability for personal injury to any individual resulting from the use of the church facilities and agrees to be responsible for any property damage that results during the use of the facilities. Please report any damage to the Building Manager promptly.

The individual using the facility is responsible for cleanup, removal of trash, decorations and all food items plus making sure the facility is returned to its prior condition. (See Facility Use Procedures)

Deposits are due with this form by separate check. Remaining fees for the Community Center are due within 30 days prior to event. All other usage fees are due within 2 weeks prior to the event.

Signature on this form accepts all fees, and Policies and Procedures in the Facility Usage Guide

  
  

\_\_\_\_\_  
Signature of Person Booking Event

\_\_\_\_\_  
Date

For Office Use Only:

Deposit Received       Usage Payment Received       Other  \_\_\_\_\_

\_\_\_\_\_  
Approved By: (Building Manager)      Date

CC:  
 Calendar       Custodian       Maintenance       Pastor       Other: \_\_\_\_\_